



# AIM Data Checklist

## PREVIOUS YEAR GRADUATE, COHORT & DROPOUT VERIFICATION & CERTIFICATION

- \_\_\_\_ Verify that all students have an enrollment and no overlaps: *"Index>Student Information>Reports:>Duplicate IDs and >Enrollment Status and >Enrollment Summary and >State Enrollment Verification And State Enrollment Overlap."*
- \_\_\_\_ Enter End Date and End Status for withdrawn students. ([Exit Scenarios Guide](#) and/or [Enrollment End Status Codes](#).)
- \_\_\_\_ Enter Special Education Exit Date and Exit Reason for exited Special Ed students. (Located in Special Ed Fields section of Enrollment.)
- \_\_\_\_ Verify that all completed Special Education ERs and IEPs are locked.
- \_\_\_\_ Verify status of MT Youth Challenge, Job Corps and Montana Digital Academy students and End Date enrollment and/or flags as necessary. ([MT Programs: Job Corps & MTDA](#) and/or [MT Programs: Youth Challenge](#))
- \_\_\_\_ Follow the [Graduate Cohort and Dropout Verification Guide](#) to:
  - \_\_\_\_ Verify Graduation data *"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student BOY Graduates by Name and >student BOY Graduates Missing Diploma Information"*
  - \_\_\_\_ Certify Graduates ([OPI Reporting Center](#)).
  - \_\_\_\_ Verify Dropouts data *"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student BOY Dropouts by Grade Level, Name."*
  - \_\_\_\_ Certify Dropouts ([OPI Reporting Center](#)).
  - \_\_\_\_ Certify Cohorts ([OPI Reporting Center](#)).

All AIM guides and documents referred to in this checklist are available at  
<http://opi.mt.gov/Reports-Data/AIM/>

### More Helpful AIM Links:

- \_\_\_\_ Review the [AIM Collection Schedule](#).
- \_\_\_\_ Review the [AIM New User Guide](#).
- \_\_\_\_ Submit an [AIM District Contacts Update Form](#).
- \_\_\_\_ Subscribe to the AIM Mailing List (and other lists of interest) at: [OPI Email Subscriptions](#).

**For further assistance, contact the AIM Help Desk at  
[opiainhelp@mt.gov](mailto:opiainhelp@mt.gov) or 1-888-424-6681.**